

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0224905	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Senior Administrative Assistant			Position Number
3. Division Prevention and Protection Services			12. Proposed Class Title			
4. Section	For Use By Personnel Office	13. Allocation				
5. Unit		14. Effective Date				
6. Location (address where employee works) City Topeka County SN		15. By	Approved			
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8 AM To: 5 PM	17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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Sharri Black	Deputy Director	K0225591
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Sharri Black	Deputy Director	K0225591
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is preformed independently within established procedures, state and federal regulations and departmental policy. Assignments tend to range from general to specific in nature and require follow through usually requiring several steps. Work is reviewed through observation, results achieved and feedback conferences.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
	50%	<p><u>Staff Support:</u> Processes all incoming and outgoing mail for PPS and distributes all incoming faxes to appropriate staff. Provides office support to PPS Administration and staff in a variety of functions, but not limited to copying, faxing, filing, and mailings. Prepares material and helps with program initiatives and audits per instructions (includes creating notebooks and informational packets, copying training/meeting material, preparing packages for shipping, etc. Answers PPS main phone line and directs phone calls and takes and forwards messages. Provides back-up support to other PPS administrative assistant staff and the special assistant in the division; this includes out-of-state travel requests, concurrence tracking, adult & child abuse registry checks and taking meeting minutes.</p>
	25%	<p><u>ICPC Support:</u> Open and date stamp in ICPC correspondence daily (both mailed correspondence and correspondence coming from Fed-Ex and UPS). Check security area downstairs for deliveries for ICPC staff and other general office deliveries. Sort incoming ICPC correspondence. Pull ICPC files that coordinate with correspondence and leave them for ICPC staff to process. After ICPC staff has processed files, file them back in the file cabinets. Prepare outgoing ICPC mail and packages for mail or delivery service pick up. Responsible for prepping PPS Administration office ICPC adoption and state ward records to be archived.</p>
	20%	<p><u>Office Management:</u> Assures office logistics are covered and maintained. Inventories and orders office and training supplies to ensure that adequate materials are available. Will also order supplies for programs as identified by the program manager of a specific program. Maintains supply area in neat and orderly manner. Ensures machines and copiers in the PPS division are operational and stocked with paper or other appropriate materials. Reports malfunction on copiers and fax machines for repair.</p>
	5%	<p><u>Safety Captain and Other Duties as Assigned:</u> This position serves as one of three Safety Captains for the PPS division. Perform duties/tasks as outlined by Building Safety regulations and attends required training. Additional tasks will be assigned for the division's function from time to time, and could evolve into regular duties.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
(X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
() Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact with agency staff on a daily basis, other agency staff from all levels and the general public.

25. What hazards, risks or discomforts exist on the job or in the work environment?

General working conditions – working under florescent lights, computer work with eye strain, working under deadlines, working with demanding public and, at time, irate clients can cause stress. Sitting for long periods of time, and bending and stooping is required for filing. Lifting supply boxes and boxes of files.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer, phone, copier, fax and scanner daily.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

One year of experience in general office, clerical and administrative support work. Education may be substituted for experience as

determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Microsoft Office

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date